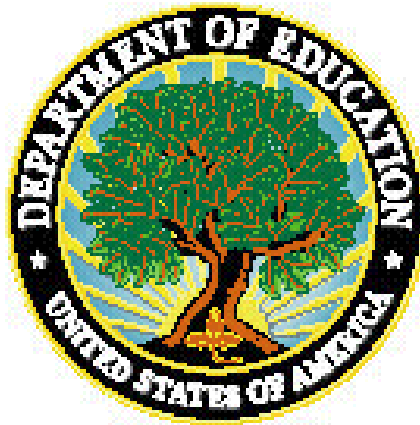


SFA Modernization Partner Project
**PARTNERSHIP
MANAGEMENT PLAN**



**Version 1.0
11/23/99**

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1.0 INTRODUCTION

1.1 Project Plan Overview

This Project Plan applies to the initiative entitled SFA Partnership Management Steering Committee. The Project Plan serves as a guideline for defining, measuring, and monitoring commitment by all Steering Committee members to the success of the SFA Modernization Partner Project. The work will be done in a partnership relationship with all stakeholders to develop a shared commitment to the mutual success of the project.

The Partnership Management Steering Committee will be comprised of representatives of SFA, major SFA Legacy contractors, and Andersen Consulting. The Steering Committee will serve as a forum by which major issues regarding Acquisition Strategies, Legacy Contracts Transitioning, and other issues pertaining to current or future subcontracted work will be discussed and actioned.

1.2 Responsibility for the Plan

The Project Plan has been prepared by the Engagement Manager. The Engagement Manager is responsible for updating the Project Plan with significant changes in:

- Office-to-Office arrangements
- Project scope
- Project methods, standards, and approach

The initial issue of this Project Plan as well as all major versions should be reviewed and approved by the Engagement Partner and a US Department of Education Student Financial Assistance (SFA) representative. The most up-to-date version will be distributed electronically to all SFA Modernization Partner Project members, project management, and the Quality Assurance Group.

2.0 PROJECT SCHEDULE MONITORING

2.1 Major Initiatives

Initiative	Owner	Progress	Planned Due Date	Actual Due Date
<i>Current Contracts Transition</i>				
1. Procurement Planning Task Force				
· Contract Analysis	Pat Bradfield	In Progress	12/2	
· Workshop with SFA Business Process Owners, COTRs, CO's, Acquisition	Pat Bradfield	Complete	11/08, 11/10	11/8
· Draft Business Cases for Transition Plans	Pat Bradfield		12/2	
· Draft Contract Transition Plans	Pat Bradfield		12/15	
· Summarize Business Cases For Transition Plans	Pat Bradfield		12/15	
· Finalize Contract Transition Plans	Pat Bradfield		1/15	
<i>Industry Workshop</i>				
1. Invitations to participants	Candace Hardesty		11/30	
2. Conduct Workshop	Candace Hardesty		12/8	
3. Meeting to review results of Workshop	Candace Hardesty		12/10	
<i>Industry Briefing</i>				
1. Invitations to participants	Pat Bradfield		12/15	
2. Conduct Briefing	Pat Bradfield		1/10	
3. Meeting to review results of Briefing	Pat Bradfield		1/12	
4. Quarterly Meetings Thereafter - Minutes, Issue Resolution List	Pat Bradfield		Ongoing	
<i>Acquisition Strategy</i>				
1. Update Acquisition Strategy	Candace Hardesty		Ongoing	

2.2 Deliverables

Deliverable	Owner	Progress	Planned Due Date	Actual Due Date
<i>Acquisition Strategy Guide Update</i>	Candace Hardesty		Ongoing	
<i>Performance-based Work Statements</i>	Pat Bradfield		1/31/99	
<i>Partnership Management Plan</i>	Pat Bradfield	In Progress	11/30/99	
<i>Legacy Contract Transition Plan</i>	Pat Bradfield		1/10/99	

2.3 Reports

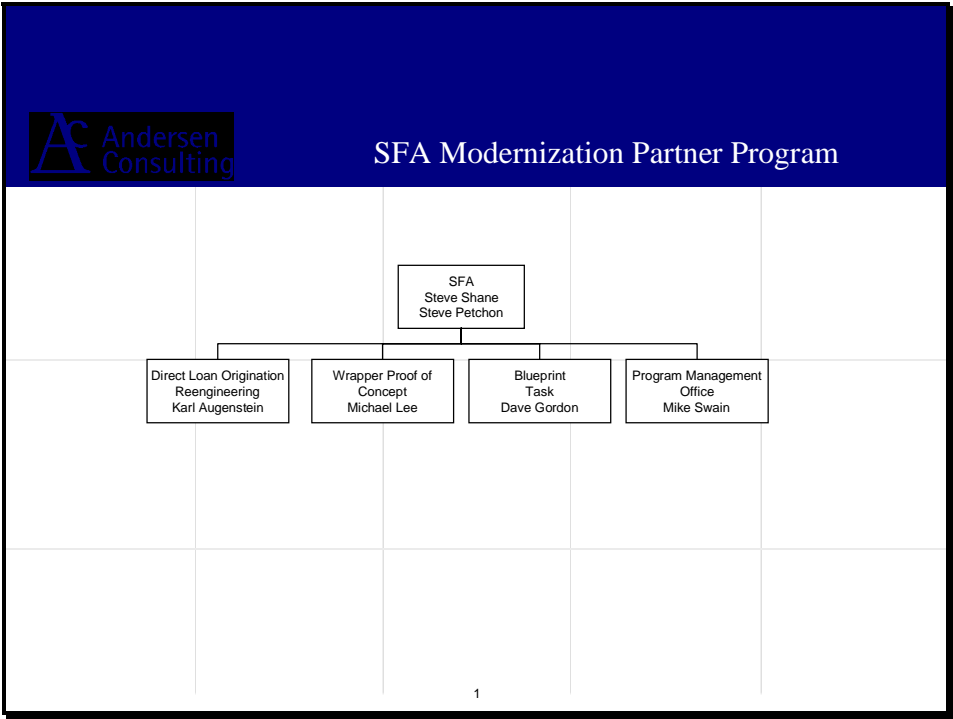
The following table shows the project management reports generated. Reports are generally posted onto the SFA Modernization database. The individuals listed in the SFA distribution list are informed of the availability of the reports through e-mail.

Description/Contents	Frequency/Schedule	Distribution
Agenda (Appendix A)	Monthly	SFA, Legacy Contractors
Meeting Minutes (Appendix B)	Monthly	SFA, Legacy Contractors

Issues Resolution (Appendix C)	Monthly	SFA, Legacy Contractors
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3.0 ORGANIZATION

The Steering Committee is composed of SFA, SFA Legacy Contractors, and Andersen Consulting. Below is an Organizational Chart depicting the Committee members:



4.0 COMMUNICATIONS STRATEGY

4.1 Meetings

The Partnership Management Steering Committee will hold weekly status meetings to address issues, risks, and concerns related to project deliverables, schedule, and other project activities. An agenda to be distributed at least 24-hours before the meeting will serve as the means of focusing the meeting on key items. Any persons assigned action items will report their findings and/or distribute their deliverables at these meetings. Minutes of meetings will include the names of the attendees, and bullet points summarizing key items discussed, action points and responsibilities, and the items' corresponding status, disposition, and/or target due dates.

4.2 Day-to-Day Communication.

Electronic mail and phone will be the primary means of communication among the Committee members.

APPROVALS AND AMENDMENT HISTORY

Date	Description	Reference	Approvals/Date
10/6/99	Contract Management Plan (Outline)	N/A	Mike Swain, 10/07/99

APPENDIX A

SFA Modernization Partnership Management Steering Committee

**- *Meeting Agenda* -
Day, MM/DD/YY - X:XXAM/PM**

Planned Participants:

Location:

TOPICS:

Introductions

-

Overall Status:

- List People who will give Status Reports (usually those assigned action items)

Special Topics:

- Gather from Planned Participants

Initiatives & Deliverables Status:

Please review attached "Initiatives Schedule" and "Deliverable Schedule"

Issues Summary:

Please review attached "Issues Summary"

APPENDIX B

SFA Modernization Partnership Management Steering Committee

- *Meeting Minutes* -
Day, MM/DD/YY - X:XXAM/PM

Participants in Attendance:

Location:

TOPICS DISCUSSED:

Overall Status:

- List People who will give Status Reports (usually those assigned action items)

Special Topics:

- Gather from Planned Participants

Issues Summary:

-

ACTION ITEMS RESOLVED:

<i>Action Item</i>	<i>Owner</i>	<i>Date Assigned</i>	<i>Date Due</i>

ACTION ITEMS ASSIGNED:

<i>Action Item</i>	<i>Owner</i>	<i>Date Due</i>	<i>Resolution</i>

APPENDIX C

Issues Summary

Issue	Recommended Solution	Owner	Creation Date	Resolve Date	Status